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IMLS WEBINAR
FY2016 NLG AND LB21 GRANTEE WEBINAR
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>> Hello, everyone. Good afternoon. Thanks for joining us. We're going to start the webinar in a few moments. Can I ask if you can hear me all right go ahead and check in the chat box to confirm the audio is working on your end. I appreciate that. Thanks.

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>> Hi, everybody. We're going to wait one more minute and then we'll get started. In the meantime, if you wouldn't mind commenting in the chat window and letting us know that the audio is fine. I know some people already have. But for the rest of you it's great to have that confirmation.

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And we'll get started in one minute.

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[Beep]

>> SARAH FULLER: Okay, we're going to go ahead and get started. Welcome, everyone, to Managing Your FY2016 IMLS Grant Information Session. My name is Sarah Fuller, and I'm a Program Officer in the Office of Library Services Discretionary Branch. Today for the webinar I'm going to be joined by my colleagues Stephen Mayeaux, Giuliana Bullard, and Madison Bolls.

First and foremost, we're happy you could join us today and I want to start by saying congratulations once again for receiving one of this year's IMLS Grants. We'll go over the Grants for Libraries Program, the Laura Bush 21st Century Librarian Program, and the Sparks Ignition Grants

for Libraries Program. However most of these principles apply to IMLS Grants, as well. The phone lines are muted but please use the chat box to let us know if you're having any difficulties or if you have any questions. And we'll do everything we can to help along the way and finally we will be recording this webinar and posting it on our website for general access and that link be available in the next day or so. Any colleagues who couldn't join us today they can use that.

So this webinar will cover several topics. First, your responsibilities and obligations as a Grantee.

Second, your understanding your Award packet, so we'll break down what that looks like.

Third, finding information our website.

Fourth, reporting and performance measurements.

Fifth, advice for imagining your Grant.

And sixth, we'll have a Q&A session where you can write questions in the chat box and we'll try to answer them as best that we can.

So you have five basic responsibilities as an IMLS Grantee. The first of these is to carry out the Project activities you described and defended in your proposal. In short, this is why you're being provided with funding. There's an assumption that you'll undertake the activities in the order you describe, according to the work plan you laid out, spend the funds you requested and that you proposed as a cost share and achieve the results you intended.

The second responsibility, to adhere to the awards terms and conditions. Let's spend a few minutes on these by focusing on those most likely to be relevant to your Project. Please note there are others and we'll talk in a minute about where to find a complete set of references but for now we'll limit ourselves to three you definitely need to keep in mind.

The first, many, and indeed most, Project Directors find themselves needing to change some aspects of their work plan or budget over the course of their Project. We understand that proposals are pretty much best guesses and we expect that situations will arise that necessitate a shift of some kind in your work.

If you need to extend your Project's end date, adjust some aspect of the Project's scope or methodology, substitute key personnel, make a new hire with Project funds or reallocate budget funds on either the IMLS site or cost share, you're obligated to request approval from us.

You need to make the request in writing to your Program Officer, and do it in advance rather than after the fact. If you need to request a change to your Project, please get in touch with your Program Officer as early as possible so we can help you through the request process, and your Program Officer is listed on the Award information that you received.

The second, when you applied for the Grant and when you accepted it, you agreed to follow a series of specific government wide requirements for implementing federal Grants. The reference in the Guidelines are listed in the General Terms and Conditions document which resides on our

website. They include but are not limited to complying with nondiscrimination laws, not doing business with any organization or person that has been debarred or suspended by any federal department or agency, providing a drug free workplace, complying with federal law pertaining to human trafficking and not conducting political lobbying within your Project.

And third, you must acknowledge IMLS support of your Project in materials that publicize or result from your Grant activities. We'll be talking more about this later on in the presentation, but basically you'll need to refer to the Grantee Communications Kit on our website.

So in sum, the three most important terms and conditions you should keep foremost in mind are -- know that you need to request approval in advance for certain types of changes in your Project, know that you need to follow a series of federal laws, and know you need to acknowledge IMLS support of your Grant activities.

The third responsibility you have as an IMLS Grantee is that you must submit both financial and narrative performance reports according to the schedule of your Award Notification. In addition, grantees are required to write a white paper at the end of their Award which IMLS may post on its website.

Fourth, you must let us know if there are any significant and relevant programmatic, administrative or financial problems that arise during the course of the Project. That can be a phone call or an email to your Program Officer. And just a note on this, your Program Officer is eager to hear from you. We appreciate updates on your Projects, research, successes and challenges. It helps us to better understand your work and keeps us up to date on what is happening in the field.

And fifth you must maintain documentation which is subject to audits of all activities and expenditures affecting your Award. You should do this in accordance with your institution's accepted business practices. You don't need to send this to us unless we ask for it but you need to maintain it. Now I'll turn things over to Stephen, who will go over the Award package.

>> STEPHEN MAYEAUX: Okay, so when you were notified of your Grant Award you should have received an email with several documents attached, four in particular. Those included the Official Award Notification which we sometimes abbreviate as OAN, and your approved Project budget, among other documents. These two the Official Award Notification and approved Project budget are very important documents for managing your Grant. In particular the Official Award Notification is the official IMLS document that represents your Award so let's take a moment to break that one down.

Here. The Official Award Notification is a two-page document that defines the basics of the relationship between your institution and IMLS, starting over on the left side you'll see your authorizing official's name. This is the person who must sign your reports, your change requests, and your requests for payment.

Below that, you'll find your Award number which starts with LG, if your Award is through the national leadership Grants Program, SP if your Award is through the Sparks Program, or RE if your Award is through the Laura Bush 21st Century Librarian Program and this is the number we use to track everything about your Grant. Put it in the subject line of your emails as well as the reports you submit to us.

I believe that you'll see your Award period with start and end dates. We hold you to those and generally speaking you can't start your work before the first date and can't extend beyond the second one. But if you're unable to complete the activities in this period you may request a one year no cost extension. Refer to terms and conditions for more information or contact your Program Officer. Listed below that is your reporting schedule. You want to make sure deadlines don't sneak up on you because not submitting a report on time can mean your organization can't draw down funds or be Awarded future IMLS Grants and this happens from time to time. We'd hate for your institution to be ineligible of an Award because of reports. We require reports once a year and they're due in pairs: Performance reports and financial reports. If your Project was one year long, you'll only have one performance report and one financial report to submit.

If it's two years long, then you'll have an interim performance and interim financial report due at the end of the first year, with final reports due after the end of the second year, for a total of four, and that goes on for three year Projects as well. So if you have a three year Project you'll have an interim performance and financial report, and after the first two years and then finally with the completion of the third year, you'll have a total of six reports.

Moving to the right, this is where you'll see the Project Director's name. This is the person who will direct and oversee all of your Grant activities. Beneath that you'll see the total Award amount, meaning the IMLS funds that have been committed to your Project and underneath that your cost share obligation which spells out the dollar equivalent you're required to provide for the Project.

[Beep]

Moving over to page two of the Official Award Notification you'll find the basic Award Notification. This points out the legal basis for your Award. IMLS assumes you'll read this carefully including the documents referenced. The good news everything referenced is available online now although it's not exactly by reading we think it's important and we recommend that you read it.

Below that, you'll find the name, phone number, and email address of your Program Officer and below that information about your finance contact here at IMLS.

If you can't put your hands on these two pages right now you should probably work on finding them. They're very important. If you can't find them get in touch with one of us at your earliest convenience and we'll work on getting you copies.

[Beep]

Okay? So we'll move on to the Project Budget. And you may have been asked to submit a revised budget at some point during the application review process. IMLS budget forms look like the one on the left. The final approved budget was sent as part of the email you received when awards were announced so it was one of the four documents you received. To make sure you're using the right one, check what your budget says against the IMLS Award amount and the cost share listed on page 1 of your Official Award Notification. If anything seems out of order or not what you expected, please get in touch with us as soon as possible.

Just as a side note, the budget you're using should say: Approved by the Program Officer and it should have a date at the top. That's how you can tell the final approved Project budget. If that doesn't appear at the top of the document chances are you're looking at the wrong Project budget so get in contact with us if you can't find it.

Moving away from documents, we'll talk about another important source of information about your Grant, which is on the IMLS website. And when you go to our home page at IMLS.gov, you'll see at the top, a tab marked Grants with a subheading called manage your Award. This is designed really entirely for you.

So we'll take a look at that. On the manage your Award page you'll want to navigate the administration page on the right side bar, and an important item is the General Terms and Conditions for IMLS discretionary awards. Here you'll find three PDFs. The first is General Terms and Conditions for IMLS discretionary Grants and Cooperative Agreements awards, for awards made after March 1, 2016.

The other two are General Terms and Conditions for awards made previously, so please make sure when you visit this website you're referring to the correct terms and conditions. So in your cases all these awards were made after March 1, 2016, so you'll want to make sure you're looking at that toppling.

Note that if you have other active IMLS Grants, they may be subject to different terms and conditions based on when they were Awarded. So with that we're going to go directly into the terms and conditions.

>> MADISON BOLLS: Congratulations on your Award. As Stephen said, because your Award is an FY16 Grant, you should refer to the most recent version of the General Terms and Conditions for the IMLS discretionary Grant and cooperative agreement awards. These terms and conditions will be effect in for the entire duration of your Award.

A bit farther down the administration page we come to the materials for reporting. We've already noted your reporting schedule came to you when you received your Award Notification and when it comes time to submit your reports, you'll want to visit this page for the forms, instructions and guidance for both performance and financial reports.

We've arranged the page chronologically so the instructions and the forms for the interim reports come first, followed by those for the final reports.

Please remember the following reporting essentials --

Refer to your Award Notification for your reporting schedule, as has been previously mentioned. All reports must use the IMLS forms available on our website. And the first page of the report must be signed by an authorized certifying official.

You'll need both your DUNS number and EIN number to complete these reports.

Now for submitting reports, you will need to put your Grant number on all reports in the subject line of all emails. Again, this is starting with RE for Laura Bush Grants, SP for Sparks Grants, and LG for National Leadership Grants. You should send completed reports to IMLSreporting@imls.gov. Note you must retain all financial records related to your Grant for three years following your submission of the final report.

I'm going to go through the specific forms you'll need for reporting. This form here is the federal financial reporting form, or also called the SF425, and it comes in a PDF format downloadable from the administration portion of the website as are the instructions for completing it. You'll submit this form by email also to IMLSreporting@imls.gov.

Now, for Grants Awarded after October 1, 2016, as all of you are, you'll see that the administration page for our website has new templates. Previously, grantees submitted a cover sheet form in addition to their narrative report text. Now we are requiring the use of this standard form which asks for specific information about activities, changes to your Project plan, and lessons learned. There are slightly different templates for interim and final performance reports, so please make sure you're using the correct one.

You must complete the first page with your Award information, including the signature of the authorized official, and if you report -- if the report doesn't follow the format it will be stopped in its tracks until you resubmit it.

When writing your narrative report, remember that your impact and focus on output such as patrons served and you'll also want to report on the status if the schedule explaining delays. Describe both successes and challenges and include justification for travel with attachments and that is especially critical for foreign travel.

Details of these activities by Grant funded staff such as increased time and effort for a conference and you'll also want to include equipment purchases.

But you'll need to incorporate your performance measures that were part of your original application. Remember, all reports must be emailed to IMLSreporting@imls.gov.

And I'm going to include and make sure you include the Grant number in the subject line.

In addition to introducing these new templates for performance reports we've also created new documentation with instructions for completing

them. The instructions go through each line of the form and describe what information needs to be included.

Please contact your Program Officer if you have any questions about this new format or the instructions.

On your report form, you'll also have to provide information about the specific performance measures statements for your category of Projects. You selected one or more Performance Goals on your Program information sheet, which you should include in your reporting. Please refer to the Program measures statements page on the IMLS website for more information. But if you selected the content and collections performance goal, we do not provide standard performance measures standards for that Project. We held a webinar about performance measurements this summer which I highly recommend viewing, linked from the webinars page on our website so be sure to check that out.

So for delinquent reports, as a note to underscore the importance of submitting your reports on time. If a Grantee has a delinquent report we cannot process any reimbursements for that Grant and we also cannot Award any new Grants to that organization. Any organization with delinquent reports may also become ineligible for any future awards. Note that these restrictions apply across your entire organization, so ramifications can impact other applicants and Grantees from other parts of your institution.

You may ask yourself: What is the use of reporting? There are many reasons. It provides transparency and accountability in the use of federal funds. It meets the information needs of elected officials and other stakeholders and supports Grant Program evaluation that enables Grantees to improve their performance and offers lessons learned and best practices.

Reporting allows analysis and research by IMLS and other organizations and supports research across a range of Grants. Finally, it informs Grantees or potential applicants of the types of Projects a Grant Program can fund.

There's one more form you'll find on the IMLS website separate from those pertaining to reports. This is the SF270 form which you see here and this is what you'll want to use if you want to have funds transferred to your institution's bank account. Either as an advance or reimbursement.

Note both of those are acceptable and you use the same form for each. Also in both cases, you'll send this completed, signed and scanned form via email to Grantsadmin@imls.gov.

There are some basic instructions for completing the SF270 form and you'll find these on the website. To request reimbursement for your Project expenses you'll fill out section 11. For advances you'll fill out section 12. Make note for advances you must submit and request no earlier than 15 business days prior to the beginning of the period for which you are requesting the funds.

These funds must be fully disbursed within 30 days of receipt or you'll

have to return those funds back to IMLS.

When you've completed the form you should email it to Grants admin at imls.gov with the Grant number in the subject line. If you have any questions about payments, wove we've provided contact information for Kim Miller.

Now I'll pass it on to Giuliana.

>> GIULIANA BULLARD: Hello, everyone. The office of communications and government affairs is eager to work with our Grantees to share the good news of your awards. This is the fun part. We have on our website the Grantee Communications Kit to walk you through the process of publicizing your Grant. You get to the kit from the manage your Grant page on our website. The kit includes IMLS logos and guidance on how to use them, and this also includes the new IMLS 20th anniversary logo.

Tips for sharing your announcements and requirements for crediting IMLS. And as noted before all Grantees are required to acknowledge IMLS funding. The language you need is there in the kit.

We've recently updated the kit to provide a more comprehensive suite of tools for Grantees. These updates include sample social media messages, we've provided messages that can be used on Facebook, Instagram and Twitter. You can just customize them to fit your institution and your Award. Social media badge, which you can use, as you know these kinds of posts with visuals receive way more attention. So from the Grantee communication kit you can download a graphic badge or our logos that you can put on your social media about your Award.

We have a template press release and event announcement. Our kits for sharing your news link provide helpful information about how to notify press about your Award. And there we have a template press release and event announcement to further guide you as you draft these materials for the myriad yeah.

And finally we have an IMLS Director quote. That's one of the most frequent requests is for a quote from the IMLS Director so you can feel free to use that quote with your press announcement materials.

So I encourage you to browse through the site, see what's available and feel free to contact our team or your Program Officer if you need additional assistance. If you'd like you can reach me at Gbullard@imls.gov.

Our next slide, each Awarded Grants has a web page on the IMLS website which can be found via a search box on our home page. This contains a short description of your Project and some of the basic information about it. You'll receive an email from your assigned Program Officer requesting your permission for us to post the selection of your application documents on this page.

Now, back to Stephen.

>> STEPHEN MAYEAUX: I'll jump back to something alluded to in previous slides particularly the code of federal regulations, 2 CFR Part 200. This is the final source of information I want to bring to your attention today.

If you have questions about whether a particular expense is allowing or unallowable for your Project, this is the best and most thorough resource to consult. Previously cost principles varied according to your type of organization. That is no longer the case. If you have questions give us a call but chances are excellent you'll be able to find out what you need to know by going to 2 CFR 200. You can get that in a variety of ways through ECFR or through GPO, just give us a call or shoot us an email if you have questions about that.

>> So this is Sarah back on the line. We're finally going to go over some tips before we do a question and answer with all of you.

So these suggestions are based on our collective experience over the years and we share them here because we believe they will make managing your IMLS Project go more smoothly and give you the maximum amount of time to spend on your Project work instead of filling out paperwork for us.

First up, read everything that came to you as part of your Official Award Notification. If you have an important role in the Project and you don't have these talk to your Project Director or authorizing official to request copies and second, and a lot of this is stuff we already mentioned but we're highlighting it again.

Know your Award number it either starts with LG, RE, or SP. It is the unique identifier for your Grant through which we can pull up everything related to your Award when you get in touch with us and you want to make sure to refer to that in all of your emails with us, or phone calls.

The third, know your report due dates. And remember that it takes a little time to prepare the reports, so allow yourself a few days to do that. You want to start thinking about your reports well in advance of when they're due.

You also want to know which budget has been approved by IMLS, and know your cost share requirements, as an actual dollar figure, meaning meeting your cost share is truly a requirement and not an option and you really do need to know it, meet it and report it. If you encounter difficulties of any kind relating to your cost share, get in touch with your Program Officer right away. This is not something to put off until you're filling out your final report.

So you also want to download, book mark and read the General Terms and Conditions document on the IMLS website. You'll be doing yourself a favor to become familiar enough with this document now so that you know how and when to use it in the future. You definitely want to have your Program Officer contact information available so you can contact us easily. Again you'll get in touch with us if you have any changes to your Project, if you're not exactly sure about the cost principles or terms and conditions, or if you just want to get in touch with us and give us an update on something you're working on or something that you think will be of interest to us.

So you also want to jot down the emails that you need for submitting

materials to IMLS. Again for performance and financial reports, you'll use IMLS reporting@imls.gov. And for the SF270 requests for money you'll use Grantsadmin@imls.gov.

Our next set of suggestions have to do with getting money transferred to you. There are several specific things you can do and we list them here. First keep your SAM.gov registration up to date and active. It will expire at some point in the next 12 months, and if you don't renew it, we won't be able to transfer money to you. SAM.gov is integral to transferring payments and has replaced the need to fill out ACH forms. So know your expiration date, and be absolutely sure the information for your bank account into which you want the IMLS funds transferred is current and correct.

You want to make sure you get your reports turned in on time. Again if they are delinquent we can't process your request for payment. You'll want to make sure the signer of the SF270 request for advance or reimbursement is the Project Director or administrative official in the IMLS Grants database or has been designated by the PD or the AO via an email to an IMLS Program Officer and you submitted both those things in your application.

You'll email the correctly completed SF270 in PDF format to Grantsadmin@imls.gov, and include the Award number in the subject line.

So our final set of suggestions relates to making it easier for us to receive, review and credit to you for submitting your reports. Using the required forms helps ensure all the various offices can access what they need easily. Submitting on time keeps you from getting delinquency notices. If there are too many your institution could be barred from receiving potential all federal funds. Being distinct, writing well and answering the questions we ask you to address is the right and smart thing to do. Again we are asking you that information for a reason and we're definitely interested in hearing both about the successes you're experiencing and the challenges, and may even be a certain situation where the Program Officer is able to give you suggestions based on our other learnings from other Projects we've worked with.

And sending electronically saves paper, is quicker and makes your reports easier to track and again we've given you all the emails you'll need throughout this presentation.

And once again, we say as many times as we can, I know it's annoying: Put your Award number in the subject line of your email to us when submitting report. It will start with LG, RE, or SP. That way you can pull up everything you've corresponded with us about and all the records for your application.

Again I'm going to say this one more time: Keep in touch with your Program Officer. That was assigned to your Award. We may touch base with you also throughout the course of your Project, to request more information about a report or make sure things are running smoothly. We're always eager to hear about successes and developments as I said before and IMLS also likes to share some of this information on our social

media, through blogs, and through other channels.

And finally, don't hesitate to come to us with questions you can't answer, the terms and conditions or the cost principles. We really are here to help you.

And in closing, we want to make sure you have our names, email addresses and direct phone numbers. Both Program officers and Program Specialists will be working on your Project, and we'll be happy to field questions or help with whatever you might need. Don't hesitate to call us with questions or concerns, or simply to confirm what you believe you already know.

And I think with that, we just want to thank you all for your time today, and again, we want to congratulate you and wish you the absolute best of everything in working on your Project. We're really looking forward to working with you as you go throughout the process.

And with that, I think that we're going to turn it over to you to ask any questions about anything you've seen today, or anything that's come by. You can use the chat box. Some of you are already doing that to ask the questions and we'll respond over the line.

[Recording stopped]

>> Here's one question. Is that the whole question?

From Tawny, we received an FY2016 National Leadership Grants for Libraries and were wondering if we should classify this Award as R&D on our SEFA?

I don't know what that means.

[Laughter]

>> Could you maybe spell out SEFA? Maybe if we can't figure it out, maybe we can get back to you individually, Tawny?

>> MADISON BOLLS: Tawny, if you want to send me an email, this is Madison Bolles, and we'll talk about this individually. My email is mbolles@imls.gov. Thank you.

>> Any other questions today? We know we threw a lot of information at all of you. You may need to take some time to digest it. And again you're welcome to get in touch with any of our Program staff, in particular, the Program Officer listed on your Award documents. If you have any questions following this.

Another thing that I'll remind you of is that this webinar will be recorded on our website, if you want to refer to it later.

How many pages are interim and final reports?

So we ask a series of questions and it's kind of up to you, depending on how much you take to answer those questions.

>> MADISON BOLLS: Yeah, there's really no limit or minimum for the reporting forms, as long as you fill out the forms and just answer the questions in a complete way.

>> Obviously, the final report is going to be a bit longer because it is reporting on the entirety of your Project, as opposed to the interim reports which are just an opportunity for you to update us on what has happened in the last year on your Project.

We'll hang on the line for a few minutes longer, if anyone thinks of any other questions.

But other than that, we just want to congratulate you again and please do make sure to read through the terms and conditions and be in touch with your Program Officer.

[Beep]

All right, thanks again, everybody. And congratulations. How to request salary reimbursement.

>> MADISON BOLLS: That is all done through your SF270 form. When you submit that form, we don't differentiate the different categories of the Grant funds, but there are columns on that form where if it's helpful for your accounting purposes to differentiate between all of those, but basically, we check those just really for the math, in terms of how much you draw down and what you've drawn down in the past.

So I guess what I'm saying is: There's really no difference between drawing down salary reimbursements and other Grant funds.

Yes, Tawny, it's mbolls@imls.gov.

>> I don't see any chat boxes active rate now, so if you don't have a question, you're free to go. We thank you for your participation. And we'll be available by email and phone if something else arises.

Just a reminder, this will be archived and posted, along with the transcript, in about 24 to 48 hours.

Thanks, everyone.

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[End of webinar]

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